



DEPARTMENT OF THE NAVY  
HEADQUARTERS UNITED STATES MARINE CORPS  
3000 MARINE CORPS PENTAGON  
WASHINGTON, DC 20350-3000

IN REPLY REFER TO:

5512

ARS

03 DEC 2014

**Security Note 03-14**

From: Director, Administration and Resource Management Division

Subj: SPONSORSHIP FOR DEPARTMENT OF DEFENSE BUILDING PASS AND VISITOR, NO ESCORT REQUIRED BUILDING PASS

Ref: (a) AI 30 (NOTAL)  
(b) HQMC IPSP SOP dtd 6 Aug 13

Encl: (1) ARS Security DoD Building Pass Request  
(2) Sample Sponsorship Letter  
(3) DoD Building Pass Acknowledgement Form  
(4) Agreement to the Wearing of the DoD Building Pass

1. This Security Note is published in accordance with the references, to provide amplified guidance for Sponsorship of Department of Defense (DoD) Building Passes for personnel not assigned to HQMC and Visitor, No Escort Required Building Passes for Non-DoD personnel (i.e. placement on the Pentagon Visitor Access Roster).

2. All entry access to the Pentagon and Pentagon Reservation is strictly controlled and requires approval from agency/activity officials (i.e., DoD, DON, USMC, etc.) appointed to do so. Access will be authorized only for the purposes of conducting, participating in, or facilitating official U.S. Government business.

3. The enclosures will be completed and submitted to the Security Programs and Information Management Branch (ARS) when requesting sponsorship of personnel for issuance of a DoD Building Pass or a Visitor, No Escort Required Building Pass. At no time will Staff Agencies/Activities forward requests directly to the Pentagon Access Control Branch (PACB). The unlawful granting of access to the Pentagon and Pentagon Reservation constitutes a security violation.

4. Personnel meeting the requirement (i.e. frequent access to the Pentagon at least three times a week) to be issued a DoD Building Pass, will have an expiration not to exceed 1 year. Personnel issued a Visitor, No Escort Required Building Pass may be placed on the Pentagon Visitor Access Roster for a maximum of 6 months.

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5. Personnel will be issued a Sponsorship DoD Building Pass as follows:

- a. Military members and Government Civilians - Pentagon (White Background) with 24 hours building access and escort privileges.
- b. Retired General Officers - Pentagon (White Background) with 24 hours building access and escort privileges.
- c. Active Duty General Officer/Senior Executive Service Spouses - Pentagon (Pink Background) with business hours access and no escort privileges.
- d. Consultants - Individuals not under funded formal contract with Staff Agency/Activity, however provide professional or technical assistance, will be issued Pentagon (Pink Background) with business hours access and no escort privileges.
- e. DoD Contractors under formal contract with the Staff Agency/Activity, will not be sponsored for DoD Building Pass, however, will receive a Building Pass according to the government contract.

6. Personnel will be issued a Visitor, No Escort Required Building Pass (i.e. placement on the Pentagon Visitor Access Roster) as follows:

- a. Off Site Contractor - Contractors under formal contract with the Staff Agency/Activity, who do not visit the Pentagon at least 3 times a week.
- b. Consultants - Individuals not under funded formal contract with Staff Agency/Activity, however, provide professional or technical assistance, who do not visit the Pentagon at least 3 times a week.

7. All personnel who are sponsored to receive a DoD Building Pass or a Visitor, No Escort Required Building Pass must read and sign enclosure (3) acknowledging their understanding and agreement that use of their DoD Building Pass or Visitor, No Escort Required Building Pass are for conducting official U.S. Government business only. Any use of the pass to gain access and engage in activities outside the scope of official business is grounds for:

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- a. Immediate removal of the individual's Building Pass.
- b. Withdrawal of HQMC sponsorship of the individual's visitor access.
- c. Denial of continued and future access to the Pentagon and Pentagon Reservation.

8. Staff Agencies/Activities who sponsor personnel for DoD Building Pass and Visitor, No Escort Required Building Pass must establish an internal Standing Operating Procedure for the process. The procedure will include at a minimum, the following requirements:

- a. The Security Coordinator must certify that each sponsored individual granted access to the Pentagon and Pentagon Reservation conducts, participates in, or facilitates official U.S. Government business.

- b. The procedure must ensure that each sponsored individual signs an acknowledgement document.

- c. Staff Agency/Activity will maintain documents in accordance with records management requirements.

9. Questions regarding this Security Note should be directed to the HQMC Security Office via [smb.hqmc.security@usmc.mil](mailto:smb.hqmc.security@usmc.mil) or (703) 614-3609.

10. This note supersedes Security Note 05-10.

  
R. J. GEBERTH  
By direction

# ARS Security DoD Building Pass Request

## ARS SECURITY DoD BUILDING PASS REQUEST

**Print Form**

NAVMC HQ 943 (REV. 11-12)

FOUO - Privacy sensitive when filled in.

### PRIVACY ACT STATEMENT

In accordance with the Privacy Act of 1974 (Public Law 93-579), this notice informs you of the purpose for collection of information on this form. Please read it before completing the form.

**AUTHORITY:** 5 U.S.C. 301, Departmental Regulations; DoD 5105.68, Pentagon Force Protection Agency; and E.O. 9397 (SSN).

**PRINCIPAL PURPOSE:** To maintain a listing of personnel who are authorized a DoD Pentagon Building Pass. The information collected on this form will be filed within a Privacy Act System of Records collection governed by Privacy Act System of Records Notice DPFFPA-01 which can be downloaded at <http://privacy.defense.gov/notices/osd/DPFFPA01.shtml>.

**RETENTION AND SAFEGUARDS:** Records are maintained in secure, limited access, or monitored areas. Database is monitored and access is password protected. Physical entry by unauthorized persons is restricted through the use of locks, guards, passwords, or other administrative procedures. Access to personal information is limited to those individuals who require the records to perform their official assigned duties. Records in this system will be retrieved by individual's name, Social Security Number (SSN) and pass number. Destroy pass three months after return to issuing office.

**ROUTINE USES:** To various officials outside the Department of Defense specifically identified as a Routine Use in Privacy Act System of Records Notice DPFFPA-01 for the stated specific purpose in addition to those set out in the blanket routine uses established by the Department of Defense Privacy Office and posted at <http://www.defenselink.mil/privacy/notices/blanket-uses.html>.

**DISCLOSURE:** Providing information on this form is voluntary. However, refusal to furnish requested information may result in ability to verify essential personal information and approve requested building pass application.

DATE		CHECK ONE:	<input type="checkbox"/> INITIAL REQUEST	<input type="checkbox"/> RENEWAL
LAST NAME		FIRST NAME		MI
RANK/ GRADE	AGENCY		OFFICE CODE	
PHONE NUMBER		BUILDING ACCESS: CHECK ONLY ONE	<input type="checkbox"/> PENT (PENTAGON)	
<input type="checkbox"/> ESCORT	<input type="checkbox"/> 24 HOURS		<input type="checkbox"/> NCR (NATIONAL CAPITAL REGION)	
<input type="checkbox"/> NO ESCORT	<input type="checkbox"/> BUSINESS HOURS			
JUSTIFICATION FOR NCR				
JUSTIFICATION FOR CAC				
CONTRACTOR CAC REQUIRED:	<input type="checkbox"/> YES	<input type="checkbox"/> NO	.MIL EMAIL ADDRESS:	

SECURITY REPRESENTATIVE SIGNATURE



**\*FOR RENEWAL PURPOSES, SECURITY MANAGERS MUST ENSURE REQUESTERS' BILLET REQUIRES SAME TYPE OF DoD BADGE.**

**Reset Form**

**FOR OFFICIAL USE ONLY**

Adobe LiveCycle Designer 9

Enclosure (1)

FOUO



DEPARTMENT OF THE NAVY  
HEADQUARTERS UNITED STATES MARINE CORPS  
3000 MARINE CORPS PENTAGON  
WASHINGTON, DC 20350-1775

IN REPLY REFER TO:

5512

XX

Date

From: Security Coordinator, **Staff Agency/Activity Name**  
To: Security Manager, Headquarters U. S. Marine Corps

Subj: SPONSORSHIP FOR ISSUANCE OF DOD BUILDING PASS OR  
VISITOR, NO ESCORT REQUIRED BUILDING PASS

1. The below listed individual(s) require issuance of a (DoD Building Pass) (Visitor, No Escort Required Building Pass). Issuance is needed for the following reason:

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2. The following information is submitted in support of this request:

Last Name:  
First Name:  
Middle Initial:  
Full SSN:  
Date of Birth:  
Place of Birth:  
Citizenship:  
Investigation Type:  
Investigation Date:  
Duration of Visit:\*

**\*Not to exceed 6 months for Visitor, No Escort Required**

**\*Not to exceed 1 year for DoD Building Pass**

3. If you have any questions relating to this request please contact (**Point Contact Name and Phone Number**).

SIGNATURE

FOR OFFICIAL USE ONLY - Privacy Sensitive - Any misuse or unauthorized disclosure may result in both civil or criminal penalties.

Enclosure (2)

## DoD Building Pass Acknowledgement Form

In accordance with the Privacy Act of 1974 (Public Law 93-579), this notice informs you of the purpose for collection of information on this form. Please read it before completing the form.

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**AUTHORITY:** 10 U.S.C. 5041, Headquarters, Marine Corps;

**PRINCIPAL PURPOSE:** Information collected by this form will be used to issue a DoD building pass or Visitor "No Escort Required" building pass to eligible persons.

**RETENTION:** The collected information will be maintained in the files of the HQMC Security Office. Issued building passes are destroyed three months after return to issuing office. Records of badge issuance are destroyed two years after final entry or two years after date of document, whichever is later. Records in this file system will be retrieved by visitor name only.

**ROUTINE USES:** None other than the blanket routine uses established by the Department of Defense Privacy Office and posted at <http://www.defenselink.mil/privacy/notices/blanket-uses.html>.

**DISCLOSURE:** Providing information on this form is voluntary. However, failure to provide may result in you not being issued a DoD building pass or "No Escort Required" building pass.

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### Principal Purpose

To ensure that Department of Defense (DoD) and non-DoD personnel are informed of the Headquarters U.S. Marine Corps (HQMC) eligibility requirements and conditions associated with issuance of a DoD Building Pass and Visitor, No Escort Required Building Pass to gain access to the Pentagon and Pentagon Reservation under HQMC sponsorship.

### General

In accordance with DoD Administrative Instruction 30 (Force Protection of the Pentagon Reservation), you are being issued a DoD Building Pass or Visitor, No Escort Required Building Pass, for access to the Pentagon and Pentagon Reservation because an appropriate HQMC Staff Agency/Activity has chosen to sponsor you for access. In accepting this DoD Building Pass or Visitor, No Escort Required Building Pass, your signature on this document indicates your understanding that you have been granted access to the Pentagon and Pentagon Reservation for the sole purposes of conducting, participating in, or facilitating official U.S. Government business.

### Misuse

Using your DoD Building Pass or Visitor, No Escort Required Building Pass to gain access to the Pentagon, the Pentagon Reservation or any part thereof and to engage in activities outside the scope of the official business for which your access was granted, is grounds for the immediate removal of your building pass, withdrawal of HQMC sponsorship of your visitor access and denial of continued and future access to the Pentagon and Pentagon Reservation.

### Control

All DoD building passes are U.S. Government property. The transfer or lending of a DoD building pass to another individual or the alteration of a pass is a violation of 18 United States Code section 499 and may result in prosecution or adverse administrative action.

### Acknowledgement

I \_\_\_\_\_, have read, understand, and will comply with the provisions of this document and with the terms of DoD Administrative Instruction (AI) 30. Any questions I may have about this document or DoD AI 30 have been answered.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Enclosure (3)

**AGREEMENT TO THE WEARING OF THE DOD BUILDING PASS BASIC POLICY**

1. DoD building passes are issued to qualified federal employees and DoD contractors for their use only, for the sole purpose of facilitating the conduct of official U.S. government business. The lending of a pass to another individual or alteration of a pass in violation of 18 U.S.C. 499 (reference j) may result in prosecution. A building pass shall be issued to a person assigned duty to an office located in the building, or who is performing contractual service for the building occupants. Specific types of passes are required for admittance during designated hours.

2. All employees in the Pentagon shall wear a DoD building pass that is prominently displayed on the outer clothing above the waist at all times. To obtain a permanent building pass for admittance to the Pentagon Reservation, the applicant must work in a building on the Pentagon Reservation.

3. All lost, stolen, or unserviceable badge incidents must be reported to the HQMC Security Office located in room 2A288A.

4. Permanent building pass holders may escort individuals inside of buildings designated as part of the Pentagon Reservation. Individuals serving as escorts may not leave their visitors unattended at any time.

5. Building Passes will be surrendered to Staff Agency/Activity Security Coordinator or HQMC Security Office room 2A288A upon completion of tour within the Pentagon Reservation (i.e. PCS, EAS, retirement, completion of contractor services).

I, \_\_\_\_\_, HAVE READ AND UNDERSTAND THE PROVISIONS AND RESPONSIBILITIES OF THE ISSUANCE OF THE DOD BUILDING PASS. I FURTHER UNDERSTAND THAT I AM TO SURRENDER MY PASS TO THE STAFF AGENCY/ACTIVITY SECURITY COORDINATOR OR THE HQMC SECURITY OFFICE, ROOM NUMBER 2A288A UPON COMPLETION OF MY TOUR WITHIN THE PENTAGON RESERVATION.

MEMBER SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

WITNESS SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_